

Military Police

**Accountability, Operation,
And Maintenance of the
Advantor Intrusion
Detection System (IDS)
Standing Operating
Procedures (SOP)**

Maneuver Support Center
Fort Leonard Wood, MO
July 2003

Maneuver Support Center
Fort Leonard Wood, MO

Fort Leonard Wood
Change 1

Effective 01 September 2003

Military Police

Accountability, Operation, and Maintenance of the Advantor Intrusion Detection System (IDS)

Summary. One minor change has been added, clarifying the intent and the users it affects..

Suggested Improvements

The proponent agency of this regulation is the Provost Marshal. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Cdr, MANSCEN & FLW, ATTN: ATZT-LEC-PS, Fort Leonard Wood, MO 65473.

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1. Fort Leonard Wood IDS SOP, July 2003, is changed as follows:

1-1. Purpose: This SOP establishes the policies for the security, accountability, operation, testing, and maintenance procedures for those Advantor Intrusion Detection System (IDS) in use on Fort Leonard Wood, and under the responsibility of the Law Enforcement Command.

2. Post this change in front of the SOP.



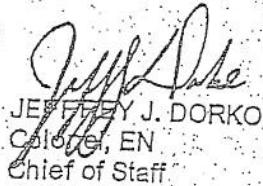
JEFFREY J. DORKO
Colonel, EN
Chief of Staff

Maneuver Support Center
Fort Leonard Wood, MO
July 2003

Fort Leonard Wood IDS SOP

Accountability, Operation, and Maintenance of the Advantor Intrusion Detection System (IDS)

By Order of the Chief of Staff:



JEFFREY J. DORKO
Colonel, EN
Chief of Staff

History. This is the first publication of the Maneuver Support Center, Law Enforcement, Command IDS Standing Operating Procedures (SOP).

Summary. This SOP establishes policies for the security, operation, and testing of the Advantor IDS system.

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Applicability. This SOP is applicable to all organizations, tenant activities, contractors, and any authorized personnel with related responsibilities.

Interim Changes. Interim changes to this SOP are not official unless authenticated by the Chief of Staff. Users will destroy interim changes on their expiration date unless sooner superceded or rescinded.

Suggested Improvements

The proponent agency of this SOP is the Provost Marshal. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Cdr. MANSCEN & FLW, ATTN: ATZT-LEC-PS, Fort Leonard Wood, MO 65473.

Distribution. Distribution of this SOP is made in accordance with the requirements of the installation.

**Chapter 2
Obtaining a Personal Identification Number (PIN)**

**Chapter 3
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A. Related Publications

B. Related Forms

Chapter 1
General Information

Section I
Introduction

1-1. Purpose

This SOP establishes the policies for the security, accountability, operation, testing and maintenance procedures for the Advantor Intrusion Detection System (IDS) in use on Fort Leonard Wood.

1-2. References

Related publications and prescribed related forms are listed in appendix A.

Section II
Responsibilities

1-3. Provost Marshal

The Provost Marshal (PM) will-

- a. Maintain the central control station where alarms will annunciate, and from which a response force can be dispatched;
- b. Notify site owners when alarm activates;
- c. Provide IDS users with a Personal Identification Number (PIN) as requested;
- d. Maintain a log of all alarms received and provide this log when requested;
- e. Request funding through TRADOC for upgrading and equipment replacement;
- f. Coordinate repairs and upgrading with the Director of Logistics (DOL).

1-4. Director of Logistics

The Director of Logistics (DOL) will-

- a. Provide technical support for the installation and maintenance of the IDS system;
- b. Perform preventive maintenance checks and services on each system semi-annually. All components will be checked for proper operation. Results of the checks will be provided to the Law Enforcement Command (LEC), ATTN: Physical Security;
- c. Provide 24-hour assistance for all critical IDS accounts as listed in Annex DD of the MANSCEN & FLW Emergency Operations Plan;
- d. Provide a list of personnel authorized to perform maintenance on the IDS to the Provost Marshal, ATTN: Physical Security and to the DPTM, ATTN: EOC.

1-5. Director of Public Works

The director of Public Works will provide for all electrical power and the installation of electrical conduit associated with the IDS.

1-6. Director of Information Management (DOIM)

The Director of Information Management will provide for all required telephone line installation necessary to provide a dedicated telephone line to the IDS system.

1-7. Protected Units and Activities

Protected units and activities will-

- a. Establish internal procedures (SOP) necessary to perform the actions outlined in this SOP IAW AR 190-11 and AR 380-5;
- b. Provide armed and unarmed guards should the IDS system become inoperable and IAW Annex DD (Installation Emergency Guard Force and MEVA/HRT Plan) to the MANSCEN & FLW Emergency Operations Plan (MANSCEN & FLW EOP);

Chapter 2

Obtaining Personal Identification Number (PIN)

Commander and Directors will-

- a. Process requests for PIN(s) utilizing the Arms room/Facility access list format, each time a person is to be added, retained, or deleted. This action will take place immediately upon any change in personnel;
- b. Ensure personnel sign for their PIN at the Installation Physical Security Office;
- c. Ensure personnel have a completed and documented background check and are on the unaccompanied access roster, if necessary;
- d. Provide the Provost Marshals Office with the names, telephone numbers, and call order of the personnel to contact when an alarm activates, or problems associated with the IDS after duty hours. When personnel listed cannot be reached or will not respond, the commander or director will be notified;
- e. Brief all PIN holders of the responsibilities associated with having a PIN. Sharing or utilizing unauthorized PIN(s) can result in UCMJ action and/or immediate revocation of IDS privileges.

Chapter 3

IDS Maintenance Keys

- a. Units will not retain IDS maintenance keys.
- b. The only personnel authorized to open the control panel are Installation Physical Security and DOL Maintenance.

Chapter 4

System Users

All system users will:

- a. Code in/out with their PIN each time the protected area is opened or closed.
- b. Test the system monthly. Record the test on DA Form 4930-R. This form will remain on file for one (1) year from the date of the last entry.
- c. Not give out his or her personal PIN to anyone.
- d. Not open the control panel for any reason.
- e. Not make any adjustments to any of the sensors within the protected area.
- f. Sign for their PIN from the Installation Physical Security Office.
- g. Report any problems associated with the IDS system to the Installation Physical Security Office.
- h. The Provost Marshal is the approving authority for any exemptions to this SOP.

Chapter 5

IDS Test Set-up Procedures

The following procedures have been developed specifically for the IDS system in use on FLW, and will be followed prior to testing the system.

- a. Contact the MP desk prior to conducting the operational tests. Identify yourself, location (building number, room number, account number), and the purpose of the test. Inform them that multiple alarms will be generated during the test procedure.
- b. Before conducting the test, it will be necessary to close all doors and windows equipped with a balanced magnetic switch (BMS).
- c. Obtain the Advantor Plus series guidebook that was issued when the system was installed. Open the book to page 2 titled "Turning Your System On".
- d. Observe the passive infrared motion sensor (PIMS). If the red indicator light is lit,

the device is in alarm. Stand still until the indicator light goes out.

- e. Allow 30 seconds for the system to stabilize.
- f. The LCD display on the keypad should read "Security Off" and "Select Security Mode" beneath this will be the words "Occupied" on the left and "On", on right.
- (1) Press the button beneath the word "On."

(2) The LCD display should read "Secure Arming." Enter your account number, followed by your PIN and press enter. Should the LCD display not show "Secure Arming", it will display the sensor in violation. All sensor violations must be corrected before the system can arm itself.

(3) The display message should show "Security is Off" followed by "Verifying Please Wait." The system is now verifying you have entered the correct access PIN.

(4) The LCD display will now change from green to red and start an audible count down. At the end of the countdown, the LCD display will show "Security is On."

(5) Remain motionless for approximately 30 seconds to allow the system to stabilize.

(6) Conduct IDS operational test(s) 1-8 for all applicable sensors.

Chapter 6

Sensor Test Procedures

6-1. Balanced Magnetic Switch (BMS) Testing Procedures

a. Follow setup procedures as outlined in chapter 5.

b. With the door/window closed and locked, attempt to rattle or move it. An alarm should not activate. Should an audible signal initiate, contact Physical Security Office and DOL Maintenance.

c. Slowly open the door or window. An audible alarm should initiate immediately when the latching edge of the opening has moved more than $1 \frac{1}{2}$ inches from the closed position. Activation can be observed from the LCD keypad. Wait for the red light to start blinking, which denotes a systems alarm.

d. Verify the sensor is in alarm by pressing the star (*) button on the keypad.

e. Verify alarm was received at the MP Desk.

f. Repeat steps a-e for each BMS installed in the protected area.

6-2. Passive Infrared Motion Sensor (PIMS) Testing Procedures

- a. Follow setup procedures as outlined in chapter 5.
- b. Observe the PIMS to be tested. Ensure the red light located in the sensor is not lit.
- c. Allow 30 seconds for the system to stabilize.
- d. Conduct a walking test by beginning at the point outside the protected area, or at the doorway to the protected area, moving along a likely path an intruder may take until an audible alarm initiates. If the device has a delay timer, the alarm will not be reported until the delay times has elapsed.
- e. Verify the sensor is in alarm by pressing the star (*) button on the keypad.
- f. Verify alarm was received at the MP Desk.
- g. Repeat steps a-f, for each PIMS installed in the protected area.

6-3. Vibration Signal Detector (VSD) Testing Procedures

- a. Follow setup procedures as outlined in chapter 5.
- b. Allow 30 seconds for the system to stabilize.
- c. Tap the protected surface with a solid object several times in succession. An audible alarm should initiate when the required number of taps or pulses have been received. The audible alarm will stop within 10 seconds.
- d. Verify the sensor is in alarm by pressing the star (*) button on the keypad.
- e. Verify alarm was received at the MP Desk.
- f. Repeat steps a-f, for each VSD installed in the protected area.

6-4. Alarm Latching Switch (ALS/Foot Duress) Testing Procedures

- a. This test needs to be accomplished in both the access and secure mode.
- b. In the armed mode, activate the alarm-latching switch by placing your foot into the switch and raising your toes to activate the alarm.
- c. Verify the sensor is in alarm by pressing the star (*) button on the keypad.
- d. Verify the alarm was received at the MP Desk.

e. Remove foot and alarm will reset.

f. In the access mode follow the same procedures in a-b above, but continue to hold the switch up.

g. Verify the sensor is in alarm by pressing the star (*) button on the keypad. If keypad cannot be reached from ALS, have an authorized individual assist.

h. Verify the alarm was received at the MP Desk.

i. Repeat steps a-h, for each ALS installed in the protected area.

6-5. Sentrol Panic Switch Testing Procedures

- a. This test needs to be accomplished in both the access and secure mode.
- b. Gently pull down on the switch.
- c. Verify the sensor is in alarm by pressing the star (*) button on the keypad.
- d. Verify the alarm was received at the MP Desk.
- e. To reset the alarm, place the switch back to the upright position.
- f. Repeat steps a-e, for each Sentrol switch installed in the protected area.
- g. Same procedures are used to complete testing in access or secure modes.

6-6. Ademco Key Box Duress Testing Procedures

- a. This test needs to be accomplished in both the access and secure mode.
- b. Push down on the top portion of the box. A red line indicator should appear.
- c. Verify the sensor is in alarm by pressing the star (*) button on the keypad.
- d. Verify the alarm was received at the MP Desk.
- e. To reset, insert the key that was issued and turn. The alarm will then be reset.
- f. Repeat steps a-e, for each Ademco duress switch installed in the protected area.
- g. Same procedures are used to complete testing in access or secure modes.

6-7. Glass Breakage Detector

DOL Maintenance will test all glass breakage sensors during semi-annual preventive maintenance service.

**6-8. Wireless Intrusion Detection
Devices.**

- a. All wireless detection devices will be tested in the same prescribed manner, as outlined above.
- b. Batteries will be serviced during semi-annual preventive maintenance.

Appendix A
Related Publications

AR 380-5
Department of the Army Information Security
Program

AR 190-11
Physical Security of Arms, Ammunition, and
Explosives

AR 190-13
The Army Physical Security Program

AR 190-51
Security of Unclassified Army Property
(Sensitive & Nonsensitive)

AR 870-20
Army Museums, Historical Artifacts, and Art

AR 215-3
NAF Personnel Policy

AR 190-59
Chemical Agent Security Program

AR 50-6
Chemical Surety

FLW Supplement to AR 190-11
Physical Security of Arms, Ammunition, and
Explosives

FLW Supplement to AR 190-13
The Army Physical Security Program

FLW Supplement to AR 190-51
Security of Unclassified Army Property
(Sensitive & Nonsensitive)

FM 3-10.3C
Physical Security

TM 5-853-1
Security Engineering Project Development

TM 5-853-4
Security Engineering Electronic Security
Systems

Appendix B
Related Forms

DA Form 4930-R
Alarm/Intrusion Detection Record

Sample Memorandum IDS PIN Issue

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四庫全書

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ALARMS/INTRUSION DETECTION RECORDS

For use of the term "local" see A.R. 160-54, A.R. 50-5-4, and A.R. 160-11. The word "local" denotes a place

WETLANDS

THIS KEY WILL BE USED IN ALL POST CARD CAVES, AND STATIONS WHERE TELEGRAPHIC COMMUNICATIONS ARE MADE.

1—FIREARMS AND AMMUNITION 2—ARMED ROBBERY 3—HOMICIDE

"**W**HENEVER IN DOUBT, USE THE SAFETY ALARM. USE RUMPS AND KNEES AS NECESSARY.